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This instruction implements DoDD 4205.2, *DoD Contracted Advisory and Assistance Services (CAAS)*, February 10, 1992, and supplements AFI 63-401, *Contracted Advisory and Assistance Services*. It gives guidance for the management and control of engineering and technical services (ETS) provided by Air Force civilian and military field engineering specialists and DoD contractors. Submit proposed changes to this instruction to HQ USAF/LGMM for approval, with information copies to all MAJCOM LGs and ASC/PKWT. Provide a copy of MAJCOM supplements to HQ USAF/LGMM.

**(AFRC)** The OPR for this supplement is HQ AFRC/LGQMT (Sandra L. Jackson). This supplement implements and extends the guidance of Air Force Instruction (AFI) 21-110, 31 August 1994. The AFI is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This AFI replaces AFR 66-18 without major changes and aligns the instruction with AFRD 21-1, *Air Force Maintenance Management*. It deletes outdated material and simplifies instructions.

**(AFRC)** This revision incorporates the procedures formerly in AFR 66-18/AFRES Sup 1, 8 May 1990, and aligns our supplement with current instructions within AFI 21-110.

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## Chapter 1

### PROGRAM MANAGEMENT

**1.1. Purpose.** The Air Force must maintain its weapons systems and equipment to meet mission operational needs at a reasonable cost. To do this, units need the capability to quickly resolve complex or unusual technical problems and provide enhanced system-specific technical training to Air Force technicians and operators. It is not cost effective to train all technicians to this high level of expertise. Therefore, the Air Force authorizes Engineering and Technical Services (ETS) programs to accomplish these critical technical tasks. ETS is provided by both Contractor Engineering and Technical Services (CETS) and Air Force Engineering and Technical Services (AFETS).

**1.1. (AFRC)** AFRC commanders using Contractor Engineering and Technical Services personnel (CETSP) are responsible for compliance with the provisions of the basic instruction and this supplement. HQ AFRC/LGQMT, 155 2nd Street, Robins AFB GA 31098-1635, is the office of primary responsibility (OPR) for ensuring that suspense dates for all CETS reports are met. The administrative contracting officer (ACO) is located at ASC/PKWTM, 1940 Allbrook Drive Suite 3, Wright Patterson AFB OH 45433-5309. Numbered Air Force (NAF) staff agencies will coordinate with HQ AFRC/LGQMT to ensure that adequate planning is made for CETS coverage and that CETSP are retained for a minimum utilization period.

**1.2. Exclusions .** ETS covered in this AFI excludes:

- Engineering review and resolution of service-revealed deficiencies reported through normal maintenance data collection systems.
- Material deficiency reports covered in TO 00-35D-54.
- The engineering determination of material integrity.
- The engineering or technical services using 35-series instructions.

**1.3. Limits.** AFETS are the primary source of ETS support in the Air Force. Use available AFETS field engineers and retrain them as necessary to meet technical needs. CETS are important elements in developing an independent Air Force capability on new systems; however, units must develop their own organic and AFETS capability whenever possible. You should terminate CETS within 12 months of unit self-sufficiency. MAJCOM OPRs may waive the 12-month limit for CETS, but only up to the 3-year limit set by DoD directive. Units need HQ USAF/LGM approval to continue a CETS position beyond 3 years.

**1.3. (AFRC)** Requests for HQ USAF/LGM waivers containing complete justification originate at the unit level and state the date the unit will attain or has attained self-sufficiency in the use of the new equipment or system. Send waiver through NAF/LGM for endorsement to arrive at HQ AFRC/LGQMT before 15 July for the programmed fiscal year (FY).

**1.3.1. (Added-AFRC)** Units reporting self-sufficiency for a period of 12 months and still requiring continued CETS coverage must address how the loss of the CETS personnel would affect the self-sufficiency status.

**1.3.2. (Added-AFRC)** Explore all other means of fulfilling training requirements before submission of the request.

**1.4. Developing ETS Support.** ETS is a key integrated logistics support (ILS) element for "cradle-to-grave" support in the planning process for new systems or major modifications. Consider the following factors when setting up an ETS program for a new system or major modification:

- Complexity of the system or modification.
- Maintenance concept.
- Other forms of programmed support such as interim contract support (ICS) and contract logistics support (CLS).

1.4.1. Identify total requirements for field engineering, technical advice, assistance, and training. Use training sources in the priority listed below:

- Air Education and Training Command (AETC)
- AFETS
- CETS

**1.4.1. (AFRC)** On-site training is fulfilled by field training detachments (FTD), mobile training teams (MTT), and CETS, in that order.

1.4.2. Train AFETS specialists early and schedule ETS to arrive on site before equipment delivery to ensure early self-sufficiency. When both AFETS and CETS are needed on a system, collocate them for maximum transfer of knowledge. Release CETS as soon as AFETS become proficient and capable of meeting long-term ETS requirements.

**1.5. Multi-Command ETS Programs.** MAJCOMs and FOAs with similar systems may merge ETS resources and management under a single OPR. They must establish a coordinated plan for programming, budgeting, funding and reporting requirements to avoid duplication. The single OPR then acts for the combined commands. The single OPR may establish operating locations in other commands to assist in management and control.

**1.6. Funding, Budgeting and Programming.** Major activities normally fund both AFETS and CETS with operations and maintenance (O&M) money. However, when appropriate use:

- Research and development (R&D) funds.
- Industrial Funds.
- Other funds authorized to Air National Guard (ANG) and Air Force Reserves (AFRES).
- Defense Business Operating Fund (DBOF)

**1.6. (AFRC)** HQ AFRC/FMAPH is responsible for the budgeting and funding of CETS requirements identified by HQ AFRC/LGQMT and approved by the AFRC financial working group and financial management board.

1.6.1. Budget and fund CETS according to AFI 65-601, *US Air Force Budget Policies and Procedures*, and current Defense Acquisition Executive Summary guidance. Include CETS budget requirements in Budget Exhibit PB-25, per DoD Directive 4205.2. Include all ETS costs such as travel, overtime, and other reimbursable items. Fund CETS requirements for the entire anticipated period.

1.6.2. The test agency is responsible for CETS requirements through initial operational test and evaluation (IOT&E). The operating command is responsible for programming and funding ETS for follow-on operational test and evaluation (FOT&E).

1.6.3. Program AFETS manpower requirements in the Five Year Defense Plan (FYDP) through command manpower channels. Code all AFETS manpower with an AF Manpower Remarks Code of 8G.

**1.7. Three-Year ETS Plan.** Figure 1.1 shows the schedule of ETS reports and events.

**1.7. (AFRC) HQ AFRC/LGQMT** has this responsibility.

1.7.1. Major activities develop a 3-year ETS plan and update it annually. The ETS plan will be the basis for ETS programming, budgeting, and manpower actions with adjustments for mission changes or other uncontrollable factors. Send the 3-year plan to HQ USAF as the *RCS: HAF-LGM (A)7150 Engineering and Technical Services (ETS) Report*. This report has emergency status code D. Immediately discontinue this report during emergency conditions. The short name for this report is the 7150 report.

1.7.2. The 7150 report includes all AFETS and CETS requirements for the next three FYs. HQ USAF/LGM reviews, validates, and approves the 3-year ETS plan requirements by man-months (M/M). The validated requirements become the basis for CETS financial and AFETS manpower requirements. The ETS plan will precisely justify requirements for each weapon system by FY. The plan shows the anticipated termination date for each line item, indicates "new starts" or number of renewal years, and includes a self-sufficiency forecast. See Attachment 2 for instructions on preparing the 7150 report. Keep the 7150 report on file for three years.

1.7.3. Major activities manage ETS programs within approved man-months. MAJCOMs notify HQ USAF/LGM of significant program adjustments. MAJCOMs may reduce ETS as needed but additions to CETS need HQ USAF/LGM validation.

**Figure 1.1. Schedule of Reports and Events.**

Due Date	From	To	Report/Event
1 Nov	MAJCOM/OPR	ASC/PKWT	CETS purchase request packages for programmed FY (AF, ANG and AFRES)
1 Nov	MAJCOM LG.	USAF/LGMM	Three-year ETS plan (RCS: HAF LGM(A)7150 Report) listing programmed ETS requirements
1 Aug	MAJCOM OPR	ACO	Notification of CETS line item call-ups for programmed FY
31 Aug	ASC/PKWT	MAJCOM OPR	Distribution of programmed FY CETS contracts
Upon receipt of funds	ACO	Unit and MAJCOM OPRs, Contractor	CETS assignment orders
TBD	MAJCOM OPR	MAJCOM FM	PB Contract Advisory and Assistance (CAAS) exhibit

## Chapter 2

### AIR FORCE ENGINEERING AND TECHNICAL SERVICES (AFETS) AND CONTRACT ENGINEERING AND TECHNICAL SERVICES (CETS)

**2.1. AFETS.** AFETS positions satisfy long-term ETS requirements for on-site field engineering support and specialized technical training. AFETS field engineers are highly experienced and thoroughly trained civilian or military technical specialists. AFETS field engineers comprise a stable force dedicated to enhancing mission support and are the primary unit focal point for technical issues. They assist units and MAJCOM functional managers resolve complex system problems. They assist in troubleshooting and repairing the difficult problems and research and analyze long-term and Air Force-wide equipment problems. AFETS design special test equipment, develop special maintenance procedures, develop and conduct technical training for unit maintainers and operators, and recommend changes to maintenance processes. AFETS also serve as the unit technical liaison and work with MAJCOM functional managers, depot technicians, engineers and item managers, and equipment manufacturers to resolve equipment problems. AFETS use every opportunity and all available methods to provide specialized technical training.

2.1.1. Establish AFETS positions consistent with mission requirements. AFETS and CETS may be authorized together.

**2.1.2. AFETS will not:**

- Perform direct maintenance except in emergencies or when skilled personnel aren't available, and never for prolonged periods of time.
- Perform tasks organic to the unit such routine OJT training, suggestion monitor, etc.
- Assume unit training responsibilities.
- Supervise or manage, except for subordinate AFETS.

**2.2. CETS.** Air Force units use CETS to provide on-site proficiency training, technical advice, and technical assistance for initial system beddown or major modifications when AFETS are unavailable. When CETS and AFETS are assigned to the same unit, CETS will support and train AFETS.

**2.2.1. Limits.** CETS are restricted to the duties and responsibilities outlined in this AFI and specific tasks listed in the task work specification (TWS). MAJCOM OPRs may grant exceptions to these limits only on a case-by-case basis based on mission need. Do not use CETS to avoid manpower ceilings or other personnel rules and regulations. CETS will not:

- Perform non-ETS duties or normal unit duties.
- Make policy or represent the using activity at meetings or conferences.
- Supervise or control Air Force personnel or personnel of other contractors.
- Hold engineering decision-making positions.
- Perform direct maintenance except in emergency situations.

**2.2.1. (AFRC)** Within 5 workdays after arrival, the representative briefs all CETSP on the items contained in AFRC Form 68, CETSP Briefing Checklist. CETSP are used for classroom instruction during unit training assemblies and workweek is adjusted accordingly. HQ AFRC/LGQ approves all overtime/TDY requests for CETSP. All telephone requests are followed up in writing by unit and con-



firmed by memorandum or message from this headquarters. Training management ensures that the training conducted by CETSP is properly scheduled in the monthly training schedule, and is documented accordingly. The Commander for Logistics Group ensures that CETSP do not participate in direct labor or unauthorized activities. CETSP may participate in aerial flights as passengers, except for flights involving functional check flight (FCF) or airborne maintenance support requirements.

**2.2.2. Security.** A contract which requires contractor personnel to have unescorted entry to restricted areas (AFI 31-101, *Air Force Physical Security Program*) or controlled areas (AFI 31-209, *Air Force Resource Protection Program*) but no access to classified information is not a classified contract under the DoD regulation. However, contractor employees must meet investigative requirements in AFI 31-501, *Personnel Security Program Management*, for restricted or controlled area access. When major activities determine that CETS personnel require access to classified information, AFI 31-601, *Industrial Security Program Regulation*, applies.

**2.2.2. (AFRC)** Within this command, the following security procedures are observed:

**2.2.2.1. (Added-AFRC)** If CETSP lack required security clearance on arrival at the duty station, commanders can use such personnel to the fullest extent practicable without compromising security information or restricted areas. Such use may include classroom instruction and other training or advisory duties which do not compromise security. AFRC may request replacement of CETSP who have not received the required security clearance after 60 days. ASC/PKWT ensures that the current clearance status of CETSP appears on all assignment orders.

**2.2.2.2. (Added-AFRC)** Unit commanders desiring to verify clearance on CETSP will submit requests to DISCO (see paragraph 4.14.2).

**2.2.2.3. (Added-AFRC)** When CETSP are required to perform temporary duty away from their home station, they inform the installation to be visited by message of the dates, length of the intended visit, and the name and security clearance of the individual.

## Chapter 3

### RESPONSIBILITIES

#### 3.1. HQ USAF/LGM. HQ USAF/LGM directs the overall ETS program and:

- Provides the name, address, and phone number of the Air Force ETS OPR to the DoD and MAJCOM ETS OPRs.
- Approves major activities' total ETS requirements.
- Coordinates and defends MAJCOM ETS funds and manpower requirements consistent with mission requirements.
- Ensures AFETS training receives proper priority.
- Controls and distributes ETS resources between major activities as needed.

#### 3.2. ASC/PKWT. Performs all central acquisition contracting functions for CETS.

#### 3.3. Major Activity OPR :

- Appoints an ETS OPR on the Logistics staff to direct the overall command ETS program.
- Provide the name, address, and phone number of the ETS OPR to HQ USAF/LGMM and ASC/PKWT.
- Serves as the single point of contact for ETS program.
- Develops policies and procedures for:
- Establishing a using activity ETS OPR.
- Managing, administering and controlling ETS.
- Determining and validating ETS requirements.
- Develops assessment criteria to ensure activities are effectively using and properly controlling ETS.
- Prepares the Three-Year ETS Plan described in 1.6.
- Develops task work specifications (TWS) and initiates acquisition packages for each approved CETS requirement using appropriate Contracted Advisory and Assistance Services (CAAS) coding.
- Coordinates AFETS placement and position (job) descriptions with manpower and civilian personnel offices.
- Establishes procedures to notify subordinate activities of CETS termination.
- Programs AFETS requirements through manpower channels.
- Maintains the knowledge, training and skill of the AFETS work force.
- Updates AFETS on new weapon systems and equipment conversions.
- Programs AETC, Type I, or other types of training for their AFETS on a priority basis for current and new systems.
- Gives AFETS instructor training.

- Reports ETS requirements to HQ USAF/LGM for validation (see chapter 4).
- Requires mobility statements in AFETS position descriptions (AFI 36-202) and designate positions Emergency-Essential or Key as appropriate.
- Realigns AFETS resources as needed when the mission, system, or equipment changes.
- Verifies a need for CETS to have a security clearance and keep the level of access as low as possible.
- Includes Personnel Reliability Program guidance in the TWSs of contractors whose duties involve nuclear weapons.
- Programs CETS without duplicating other support.
- Evaluates all potential sources of training before programming CETS.
- Consolidates subordinate units' requirements and establish a validation process through the MAJCOM LG or SC.
- Submits ETS reports to HQ USAF/LGM.
- Initiates CETS procurement actions.

**3.3. (AFRC) HQ AFRC/LG delegates these responsibilities to HQ AFRC/LGQMT.**

**3.3.1. (Added-AFRC)** Direct communication is authorized between NAF/LGM and CETSP at using activities. CETSP, when required at HQ AFRC, are assigned to LGM.

**3.4. Using Activity OPR:**

- Uses and controls ETS resources effectively.
- Uses AFETS as unit focal point for technical issues.
- Notifies the major activity OPR when CETS performance is unsatisfactory.
- Security:
- Controls classified material received for CETS according to established security procedures.
- Provides adequate facilities for classified material, preferably located in the immediate CETS work area.
- Makes CETS fully aware that classified material must be stored in government controlled facility.
- Disposes of classified material, coordinating with the contractor as appropriate.
- Authorizes classified reports from CETS to their home office only when there is a need to know and adequate transmittal safeguards are established.
- Provides required security training to CETS personnel.
- Appoints and trains commissioned officers as primary and alternate Air Force Certifying Officers (AFCOs) when CETS are assigned.. The MAJCOM may act as the AFCO for remote or isolated areas.
- Establishes and maintains procedures to ensure the primary and alternate AFCO perform assigned responsibilities.

**3.4.1. (Added-AFRC)** Using activity OPRs must be thoroughly familiar with AFI 21- 110, the applicable TWS, and individual CETSP contract requirements concerning travel and lodging. They must ensure that:

**3.4.1.1. (Added-AFRC)** VOQ facilities are used whenever available/authorized. CETSP are billeted in quarters with a private bath; if unavailable, contract quarters may be utilized.

**3.4.1.2. (Added-AFRC)** Government transportation is used to the maximum extent possible.

**3.4.1.3. (Added-AFRC)** Temporary duty (TDY) expenditures are monitored.

**3.5. Air Force Administrative Contracting Officer (ACO):**

- Administers all CETS contracts according to the FAR, the applicable contract, and this AFI.
- Issues the task call-ups for CETS personnel, funds contracts, negotiates assignment dates, assigns personnel to contracts, reviews contractors' invoices, approves charges, terminates assignments, and takes action when performance or conduct of CETS is unsatisfactory.
- Develops and distributes a certifying officer handbook.
- Makes the final decision related to obligations by the government under the terms of each applicable contract.

**3.5. (AFRC)** ASC/PKWT is the ACO for all AFRC CETS contracts.

**3.6. Air Force Certifying Official (AFCO):**

- Serves as the Government's on-site representative to ensure CETS contract performance meets the task work specification (TWS).
- Certifies entries on the monthly Certificate of Service (COS). Certification is subject to contract funding document issue.
- Monitors CETS services, attendance, duty hours, vacation/sick time, TDY, overtime, and approved on-base mileage.
- Reports marginal or unsatisfactory performance to the MAJCOM and document the monthly Certificate of Service (COS) to ensure contract performance meets the TWS and report discrepancies to the MAJCOM OPR.

**3.6.1. (Added-AFRC)** Responsibilities of using activities (NAFs, wings, squadrons, etc.) when assigned CETSP are as follows:

**3.6.1.1. (Added-AFRC)** The Commander for Logistics Group designates a single office as the OPR for CETS matters. This responsibility may be placed in the office of the Commander for Logistics Group or designated to an appropriate office. Furnish the name, rank, unit/office symbol, and DSN number of personnel designated as using activity OPRs in writing to HQ AFRC/LGQMT and the appropriate NAF/LGM. The using activity OPR does not necessarily have to be the designated AFCO.

**3.6.1.2. (Added-AFRC)** The using activity OPR maintains a record file on each assigned CETS representative. Each file contains as a minimum:

**3.6.1.2.1. (Added-AFRC)** Copy of assignment order (AF Form 1293, Request and Authorization for Assignment and Relocation of Contractor personnel).

**3.6.1.2.2. (Added-AFRC)** Copies of all TDY orders (AF Form 1292, Request and Authorization for Temporary Duty - Contractor Personnel).

**3.6.1.2.3. (Added-AFRC)** Copy of task work specification (TWS).

**3.6.1.2.4. (Added-AFRC)** Copies of monthly certificates of service and monthly activity reports.

**3.6.1.2.5. (Added-AFRC)** Copy of CETS contract.

**3.6.1.2.6. (Added-AFRC)** Data necessary to withstand audit in verifying certificates of service.

**3.6.1.2.7. (Added-AFRC)** CETSP briefing checklist, AFRC Form 68.

**NOTE:** Maintain and dispose of records/files according to AFMAN 37-139, Records Disposition Schedule.

### **3.7. AFETS:**

- Provide field engineering, technical advice, assistance, and training for maintaining and operating unit equipment.
- Investigate equipment failures and mishaps and train personnel to prevent recurrence.
- Develop contacts with contractor, depot, and AFMC engineers, technicians, and item managers to resolve maintenance problems, design deficiencies, and supply problems.
- Develop special test equipment and maintenance procedures to resolve complex system problems.
- Perform emergency maintenance (direct assistance) on equipment when temporary skill or manning shortages prevent accomplishment by other assigned personnel.
- Advise the unit OPR on the best use and management of CETS.

### **3.8. CETS Contractor :**

- Provides ETS through CETS employees who perform the duties described in the TWS.
- Selects, supervises, and exercises sole and autonomous control and direction over CETS employees.
- Comply with the administrative and security regulations of the using activities.
- Provides copies of the TWS to CETS employees.
- Provides CETS security clearance certification to the unit security office.

### **3.9. CETS Employees:**

- Give on-site technical advice and hands-on training on all aspects of equipment maintenance and operation including modifications and retrofits.
- Advise and train on special tools, handling equipment, test equipment, and other related items.
- Comply with and emphasize Air Force safety precautions.
- Provide maintenance and operational information from the manufacturer.
- Assist in mishap investigations and failure data reporting.
- Perform direct maintenance only under unusual or emergency circumstances. and only for a short time.
- Submit monthly activity reports and Certificates of Service.
- Retain a copy of the TWS in their personnel files.

**3.9. (AFRC)** Submit monthly activity reports to HQ AFRC/LGQMT and NAF/LGM, with information copies to ASC/PKWT.

## Chapter 4

### CONTRACTING

**4.1. General.** AFMC is the central contract agency for CETS. AFMC has designated the Aeronautical Systems Center (ASC), Logistics Contracting Support Branch (PKWT), 1940 Allbrook Drive, Suite 3, Wright Patterson AFB OH 45433-5309 as the single procurement contracting office (PCO) for CETS. ASC/PKWT is the ACO and is responsible for administering CETS contracts for all MAJCOMs and FOAs except HQ AMC, ACC, USAFE, and AIA. These commands establish an internal ACO. ASC/PKWT only accepts CETS requirements initiated by the MAJCOM OPRs. See Attachment 2 for instructions on filling out the forms mentioned in this chapter. File completed forms for 6 years and 6 months after a CETS contract closes.

**4.1. (AFRC)** ASC/PKWT administers all CETS contracts for AFRC.

**4.2. Government Facilities and Services.** The government provides the contractor the following facilities and services:

- Suitable transportation for contractor personnel, baggage, and equipment to, from, and around the work site and the contractor's plant on official business. If the Government fails to provide this transportation, it will reimburse the contractor for transportation expenses. All travel requires advance approval from the MAJCOM OPR or designee.
- Electronic message services to the contractor subject to appropriate regulations.
- Telephone services for official business according to the same local directives applicable to government employees. CETS may use DSN only in oversea areas with prior approval according to AFI 33-106, C4 Management Systems Practices.
- The contractor may use government services and agencies to transmit and exchange funds for employees when commercial services are not adequate or available.

**4.3. Calculating Travel Pay.** Include authorized CETS pay rates for travel by private auto in the contract. Compute mileage for domestic travel using the current "Rand McNally Standard Highway Mileage Guide" for locations approved by the contractor, the ACO and the major activity OPR. Oversea units may use actual odometer readings or may compute pay based on established distances and frequency of trips. The COS will reflect the computation method chosen. In addition to mileage, bridge, ferry, and turnpike tolls are reimbursable. Normally there is no payment for travel to and from work, convenience, or unofficial travel.

**4.3.1.** Travel time counts as duty time for pay purposes except as follows:

- Time for pay purposes is time actually spent in travel. It will not exceed the time needed to travel the distance at a set daily rate by the most direct route.
- This rate will be set in each contract. This limitation does not include travel at the work site.
- Travel normally occurs during the standard 40-hour workweek. This will not prevent travel at other times when determined essential by mutual agreement between the contractor, ACO and major activity OPR. There will be no extra billing for services against the contract for travel on non-work days or holidays except the usual travel pay discussed above.

- Billable services under a CETS contract start with the first 8-hour day that contractor employees are assigned to the contract under special order. Time spent traveling to and from the contractor's plant and around the work site is time spent in the performance of the contract. The expiration date of the specific contract line item is the last billable day. CETS personnel returning to plant at the end of their line item will arrive before close of business on the last billable day for pay purposes.

**4.4. CETS Replacement.** CETS remain with a task line item as set forth in the contract. The contractor is responsible for all expenses associated with replacement of employees who have not completed the task line item assignment, except:

- When the ACO and OPR determine that replacement is in the best interests of the government under 64-series instructions based on the needs of the using activity.
- When the CETS dies or is incapacitated as described in the TWS and FAR 52.249-8C, Termination for Default.

4.4.1. The contractor pays all replacement costs for CETS dismissed by the ACO and OPR for misconduct. The contractor has discretionary authority under the TWS to replace CETS at government expense after the required number of months set forth in the contract. Time spent under prior CETS contracts issued by ASC/PKWT counts in addition to service under the existing contract. Time spent under other contracts will not count as part of the consecutive months of performance.

**4.5. Calculating Overtime.** Except where modified in the TWS, a normal workweek is 40 hours in seven consecutive days. A reduced workweek consists of 40 hours minus vacation leave, sick leave, or holidays, provided such time off occurs on a day on which the contractor employee normally works. Overtime is work in excess of a normal or reduced workweek. Time spent in travel is not overtime work. The MAJCOM OPR is the approval authority for overtime and will limit overtime to an absolute minimum. Include the fixed hourly rate for overtime in the contract.

**4.6. Oversea Hostilities.** The MAJCOM OPR specifies in the TWS when a CETS overseas is mission essential during hostilities. The PCO puts the "Outbreak of Hostilities (CETS)" clause in the contracts of mission essential CETS. When hostilities do occur, the PCO will modify the CETS contract with up-to-date guidance from the State Department naming the obligations of the Government and the contractor.

**4.7. Routine Contracting Procedures.** Send routine requirements for CETS contracting to ASC/PKWT, 1940 Allbrook Drive Suite 3, Wright-Patterson AFB OH 45433-5309. Send basic packages for FY requirements by 1 Nov. Submit all other basic requirements to the PCO (ASC/PKWT) 195 days before the effective date of the requirement.

**4.7. (AFRC) HQ AFRC/LGQMT** submits all CETS requirements to ASC/PKWT.

**4.8. Emergency Contracting Procedures.** Emergency contracting procedures may apply if less than 150 days lead time is available. The MAJCOM OPR should contact ASC/PKWTN to determine if a Part I Justification & Authorization (J&A) for Urgency is required by FAR 6-302.2, *Unusual and Compelling Urgency*. Lack of planning or funds is not a valid reason for emergency contracting.



4.8.1. The OPR notifies the PCO verbally or by message of a CETS contracting emergency and follows up with 10 copies of AF Form 255a, **Technical Service Requirements**, and the TWS. The PCO discusses the situation with the major activity OPR and decides what type of contractual action to initiate. Forward the requirements package and J&A for Urgency Part I to the PCO as soon as possible, but not later than five workdays after the verbal request.

**4.9. Contract Distribution.** ASC/PKWT distributes CETS contracts to the OPR and the ACO. The OPR makes further distribution to subordinate units as necessary.

**4.10. Funding.** The ACO will not obligate funds on contracts until:

- The PCO has awarded the CETS contract and
- The OPR certifies requirements and funds on AF Form 9, Request for Purchase, or SF 30, Amendment of Solicitation/Notification of Contract. AFCOs will not certify services until the SF 30 or other funding document has been issued.

**4.11. Call-Up.** The MAJCOM OPR notifies the ACO of each line item to be called up not later than 45 days and not earlier than 90 days before the required start date. The OPR may change or cancel an authority to call up verbally with written follow-up. The notification states whether CETS can be temporarily assigned with a security clearance less than specified in the TWS (e.g., company confidential) and which category of labor is needed.

4.11.1. The ACO gets assignment and security clearance data from the contractor using AF Form 1635, **Task Order**. Use telephone or message in an emergency, but follow up with AF Form 1635. The ACO tells the contractor the specific date assignment information will be provided.

4.11.2. The contractor and the ACO must agree on the ultimate date employees are placed on contract for payment purposes. The ACO coordinates with the OPR when a significant deviation from OPR's requested start date is offered by the contractor. Put the agreed date in AF Form 1293, **Request and Authorization for Relocation of Contractor Personnel**, block 10.

**4.12. Special Orders.** The ACO will use AF Form 1293 for CETS assignment actions and AF Form 973, **Request and Authorization for Change in Administrative Orders**, for administrative changes. The OPR may amend orders to extend or end services.

**4.12. (AFRC)** Unit commanders using CETSP ensure compliance with provisions of this paragraph in issuing special orders. HQ AFRC/LGQM approves deviations.

4.12.1. Since a contractor may have more than one facility furnishing CETS personnel, the initial assignment special order should specify the plant to which the employee is normally assigned. The contractor may specify other locations for initial and terminal travel if there is no extra cost to the Government.

4.12.2. The USAF does not normally authorize rental vehicles in CONUS. OPR may authorize rentals overseas under special circumstances.

4.12.3. CETS completing one assignment may be reassigned to fill a new task line item without returning to the plant if the Government and the contractor so agree. The gaining activity will pay all authorized transportation costs for the start and termination of the assignment unless the contract provides otherwise.

4.12.4. If the CETS requires access to classified information in an assignment outside the United States, send two copies of the AF Form 1293 to the theater MAJCOM SPI.

4.12.5. Use AF Form 1292, **Request and Authorization for Temporary Duty - Contractor Personnel**, for CETS temporary duty (TDY) travel. The MAJCOM OPR may delegate authority to approve and issue TDY orders to the unit. The OPR must exercise sufficient management to prevent overspending. The following special instructions apply:

- Authorize rental cars only to unit members when CETS and unit members travel together.
- CETS contracts provide for CETS refresher training. The contractor must justify training in writing to the MAJCOM OPR. Upon approval, the OPR advises the ACO and the unit. The unit issues travel orders and the ACO tells the contractor. The MAJCOM OPR approves CETS' TDYs to the plant for other than programmed refresher training only when:
  - The supported unit will benefit significantly.
  - The on-site mission can do without the CETS for the period of absence.
  - The period of performance after the TDY is long enough to offset the cost.

**4.12.5.1. (Added-AFRC)** The remarks section of AF Form 1292 should state whether or not the use of rental vehicles is authorized. Such rentals are authorized only when using activities have ensured via teleconference or message that other means of transportation are not available. If rental vehicles are authorized, the orders should clearly state that cost attributable to personal convenience travel will not be approved for reimbursement.

**4.12.5.1.1. (Added-AFRC)** Final approval for TDY of CETSP rests with HQ AFRC/LGQ. Confirm all telephone requests and approvals by memorandum or message. NAF/LGM submits quarterly TDY estimates when applicable to HQ AFRC/LGQMT on CETSP 30 days in advance. Units have the authority to issue orders covering TDY after receiving authorization from HQ AFRC/LGQ. Authorization for TDY of CETSP should be given as "AFI 21-110/AFRC Sup 1, paragraph 4.12.5." Item 23 of AF Form 1292 will include the following statement: "Not applicable. Will be charged against contract."

**4.12.5.1.2. (Added-AFRC)** For roving CETSP, TDY to locations not designated in TWS must be final approved by HQ AFRC/LGQ.

4.12.6. CETS contracts will specify that the Government should provide TDY transportation. Use commercial transportation only when suitable government transportation is not available. "Suitable" transportation is that which would normally be authorized Air Force company grade officers traveling on official Air Force business under circumstances and conditions similar to those under which the CETS representatives must travel. Authorize travel by private auto only when clearly advantageous to the Air Force. Do not directly reimburse the employee.

**4.12.6. (AFRC)** If travel by POV is not advantageous but is permitted by the appropriate unit commander, item 4 of AF Form 1292 is limited to 1 day before date CETSP are to report to duty station. Item 15 of AF Form 1292 will include the following statement: "Driving time to and from home station is limited to air travel time, and reimbursement for travel will not exceed airline fee."

**4.12.6.1. (Added-AFRC)** TDY orders will state that, if available, the use of government base transportation is obtained from vehicle operations at the unit being visited when accompanying AFRC personnel on the same TDY mission.

**4.12.6.2. (Added-AFRC)** TDY travel by CETSP in the CONUS is by military aircraft when accompanying AFRC personnel using the same mode of transportation. CETSP traveling individually may use commercial transportation when suitable government transportation is not available. CETSP may use personal vehicles for travel when advantageous to the government but not when accompanying AFRC personnel on the same TDY mission.

4.12.7. Distribute TDY orders as follows:

- Contractor (CETS), three copies;
- AFRCO, three copies;
- ACO, one copy;
- Accounting and Finance Office, one copy;
- Major activity OPR, one copy.

**4.12.7. (AFRC)** Following the TDY of CETSP, the using activity OPR sends a copy of the itemized contractor expense report which shows the actual TDY expenditures to HQ AFRC/LGQMT.

**4.13. Certificate of Service (COS).** The COS is the basis for payment to the contractor for all services performed. Do not make payments without the support of a properly executed and certified COS.

4.13.1. The contractor prepares the COS and submits it to the AFRCO when notified in writing that funds have been obligated. A COS is required for each CETS for each calendar month or a part of a month of performance. A single COS for a calendar month will show all service and official travel of that CETS. Whenever the COS reflects TDY or other travel, attach a copy of the special travel order to each copy of the COS. Each COS will reflect the applicable line item number. CETS will arrange for the COS to arrive on time during leave, TDY, or other absences. When services are performed at more than one location during a reporting month, the contractor will submit a single consolidated COS to the AFRCO at the CETS' permanent assignment location or as determined by the OPR. The AFRCO will coordinate with remote locations to ensure services were properly performed.

**4.13.1. (AFRC)** The Air Force certifying officer (AFRCO) is normally the Commander for Logistics Group at each using activity. The Commander for Logistics Group may appoint an alternate AFRCO in writing to HQ AFRC/LGQMT. Only duly appointed principal/alternate AFRCOs sign the COS.

4.13.2. The AFRCO is not responsible for interpreting the contract and should not delay the processing of the COS to resolve any differences of opinion. When differences of opinion occur, the AFRCO enters exceptions in the remarks section of the COS. The AFRCO:

- Indicates if travel took place without prior approval by the OPR.
- Identifies any convenience travel to the ACO and may estimate a percentage of time the vehicle was used for official business if necessary.
- May defer certification of initial and terminal travel to ACO.

4.13.3. The AFRCO certifies the COS by signing the original and two copies. after the funding document has been issued. The AFRCO:

- Gives one to the CETS.
- Sends the original to the ACO within seven work days with any additional entries as needed.
- Files one.

- Does not show the ACO's copy to the CETS.

**4.13.3. (AFRC)** The AFCO or alternate AFCO at each using activity ensures that each certificate of service is properly executed before submission. Each COS will reflect the applicable line item number. Send one copy of each certificate of service with original signature to HQ AFRC/LGQMT. The certifying signature must be original, clear, and distinct. Initials, stamped signatures, or unrecognizable signatures are not acceptable.

**4.14. Contract Termination for Unsatisfactory Performance.** The AFCO immediately notifies the MAJCOM OPR and ACO when services provided on a line item do not meet the TWS. Initial reporting can be by telephone with written follow-up. If the contractor corrects the deficiencies in a timely manner, no further action may be required. If the contractor fails to take positive action, the ACO may terminate the task line item. If the contractor fails to furnish a qualified replacement within a reasonable period of time, the ACO follows the Federal Acquisition Regulation (FAR) on termination for default. The ACO makes the final determination on unsatisfactory performance based on input from the OPR and AFCO and current legal advice. Examples of unsatisfactory performance are:

- Failure of the contractor to furnish all services in accordance with TWS.
- Failure to provide continuity of service when the CETS representative(s) are released before completing the task. Normally 15 days plus travel time is reasonable for replacement unless extended by agreement between the ACO and the contractor.
- Moral or ethical misconduct.
- Failure to maintain security clearance.

4.14.1. AFCOs fully document the conditions leading to the declaration of unsatisfactory performance. Also document that the contractor was fully aware of the action pending. The MAJCOM OPR will forward all facts to the ACO with a copy to the contractor and ASC/PKWT.

4.14.2. If the conduct warrants revocation of a personal security clearance, the using activity gives a copy of the letter revoking the clearance to the Chief, Defense Industrial Security Clearance Office (DISCO), Defense Supply Agency, PO Box 2499, Columbus OH 43216-5006, with an information copy to the Defense Contract Administration Services Region for the contractor's area..

**4.15. Contract Termination at the Convenience of the Government.** Termination at the convenience of the Government will be handled in accordance with the terms of the contract and the FAR. Use AF Form 1633, **Task Line Item Termination Notice**, to terminate specific line items within a contract.

**4.16. Invoices.** The contractor sends invoices for services to the ACO. All invoices must be signed by a person authorized to obligate the contractor and contain one copy of the COS with any TDY orders for each CETS representative.

4.16.1. The ACO verifies the invoice's accuracy and processes it for payment. The ACO may use a photocopy of the contractor's invoice with signed COS until the AFCO's copy arrives, then check to ensure identical entries. The Accounting and Finance Office processes payment after receipt of the approved invoice from the ACO.

4.16.2. The ACO resolves as many discrepancies and questionable items on the COS as possible. The ACO prepares an AF Form 1626, **Notice of Cost Suspended or Disapproved**, indicating the items and amounts to which exception is taken and any action required of the contractor. The

Accounting and Finance Office pays the contractor the approved amount and furnishes the ACO a copy of the payment voucher.

**4.17. Privileges and Support.** CETS normally get the same privileges and support as an AF company grade officer. CETS pay for privileges and support furnished by the government as required by directives or agreements.

4.17.1. Domestic including Alaska and Hawaii. CETS will not have exchange or commissary privileges but normally receive the following subject to local approval:

- Bachelor officer quarters (BOQ) only when excess to eligible personnel and the contract provides a rate based on government-furnished quarters. Use BOQs when TDY when possible.
- Appropriated fund dining facilities only when other eating facilities are not readily available.
- Military family housing only when specifically approved in individual cases by HQ USAF under AFI 32-6001, Family Housing Management and Operations, and charged, at a fair rental rate under AFI 32-9003, Outgrant of Real Property.
- Adequate working space at no charge.
- General base privileges such as officers' club membership, vehicle registration, etc.

4.17.2. Foreign countries. The extent of privileges and logistics support provided in foreign areas is set by the local commander, guidance in AFI 20-103, *Logistic Support of United States Nongovernmental, Nonmilitary Agencies and Individuals in Oversea Military Commands*, and SOFAs. Privileges and support normally consist of the following:

- Government quarters except when the contract specifically prohibits.
- Base Exchange, Class VI, dry cleaning, and laundry services.
- Commissary privileges subject to approval by the Secretary of the Air Force.
- Banking.
- Vehicle registration.
- Gas and oil.
- Mail and electronic communications.
- Emergency medical and dental services charged by applicable directives.
- Recreation facilities.
- Adequate working space at no charge.
- General base privileges as authorized locally.
- CETS in bachelor status will not be granted dependents' schools. CETS in accompanied status may use dependents' schools charged at a rate set by the school's operator.
- CETS must have MAJCOM approval for dependents in overseas theaters. The contractor requests approval through the ACO. The CETS representative must agree to perform the assigned task for the period specified in the contract unless the task is completed earlier. CETS dependents will not be authorized in areas where AF dependents are not authorized; however, MAJCOMs may make exceptions in individual situations when AF approval would be beneficial to satisfactory contractor performance. The contractor is responsible for depen-

dents' passports, visas, immunizations, etc. MAJCOMs will include available logistics support in the administration section of the TWS.

4.17.3. US. Possessions and Trusts. Privileges and support in Puerto Rico, Guam, Johnston Island, and other US. possessions will be the same as at domestic locations. Exchange privileges may be granted in accordance with AFI 34-210, *Army and Air Force Exchange Service (AAFES) Operating Policies*. Commissary privileges will not be granted without the approval of the Secretary of the Air Force.

#### **4.18. Emergencies Such as Serious Injuries, Detention, or Death .**

4.18.1. The local commander or the commander of the nearest AF activity will immediately notify the contractor of a CETS' personal emergencies and send copies of the notification to the ACO and OPR. The contractor is responsible for notifying the next of kin, for disposition of the CETS, and for all personal affairs related to the emergency.

4.18.2. When a contractor dies outside the CONUS, the government may provide mortuary services and supplies from government operated mortuaries on a reimbursable basis as described in AFI 34-501, *Mortuary Affairs*.

**4.19. Contractor Managers' Oversea Travel.** Contractors desiring to send managers overseas to perform official business in connection with their CETS must get an area or US. embassy clearance. The contractor prepares the request in accordance with the Foreign Clearance Guide and submits it to the ACO and OPR at least 75 days in advance.

4.19.1. The ACO approves requests if in the interest of the Government and forwards them to the MAJCOM IM. The IM processes the request in accordance with the Foreign Clearance Guide.

4.19.2. The ACO issues a letter of authorization to the contractor and provides one copy to the OPR and two copies to the theater MAJCOM SPI. The letter of authorization will include the same information listed in the clearance request and will identify the document authorizing the visit.

4.19.3. Contractors may use government transportation authorizations in overseas areas if commercial transportation is unavailable and reimburse the Government for all costs.

4.19.4. Local commanders should authorize minimum essential support.

4.19.5. The contractor will be responsible for all costs and travel arrangements.

JOHN M. NOWAK, Lt General, USAF  
DSC/Logistics

**Attachment 1****GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

DoDD 4205.2, *DoD Contracted Advisory and Assistance Services (CAAS)*

FAR 52.249-8C, *Termination for Default*

FAR 6-302., *Unusual and Compelling Urgency*

AFI 20-103, *Logistic Support of United States Nongovernmental, Nonmilitary Agencies and Individuals in Oversea Military Commands*

AFI 21-101, *AF Maintenance Management*

AFI 31-101, *Air Force Physical Security Program*

AFI 31-209, *Air Force Resource Protection Program*

AFI 31-601, *Industrial Security Program Regulation*

AFI 32-6001, *Family Housing Management and Operations*

AFI 32-9003, *Outgrant of Real Property*

AFI 33-106, *C4 Systems Management Practices*

AFI 34-210, *Army and Air Force Exchange Service (AAFES) Operating Policies*

AFI 34-501, *Mortuary Services*

AFI 63-401, *Contracted Advisory and Assistance Services*

AFI 65-601, *US Air Force Budget Policies and Procedures*

AFR 400-15, *Logistic Support of United States Nongovernmental, Nonmilitary Agencies and Individuals in Oversea Military Commands*

***Abbreviations and Acronyms***

**AFETS**—Air Force Engineering and Technical Services

**ACO**—Administrative Contracting Officer

**AFCO**—Air Force Certifying Officer

**AFRES**—Air Force Reserves

**ANG**—Air National Guard

**ASC**—Aeronautical Systems Center

**BOQ**—Bachelor officer quarters

**CAAS**—Contract Advisory and Assistance Service

**CETS**—Contract Engineering and Technical Services

**COS**—Certificate of Service

**DBOF**—Defense Business Operating Funds

**DISCO**—Defense Industrial Security Clearance Office

**DoD**—Department of Defense

**FAR**—Federal Acquisition Regulation

**FOA**—Field operating agency

**FOT&E**—Follow-on operational test and evaluation

**FY**—Fiscal year

**FYDP**—Five Year Defense Plan

**IOT&E**—Initial operational test and evaluation

**J&A**—Justification and authorization

**MAJCOM**—Major commands

**OPR**—Office of primary responsibility

**O&M**—Operations and maintenance

**PCO**—Procuring contract office or officer

**PR**—Purchase request

**R&D**—Research and development

**TDY**—Temporary duty

**TWS**—Task work specification

### ***Terms***

**Administrative Contracting Officer (ACO)**—The contracting officer assigned contract management and administration responsibilities under each CETS contract exhibit. ASC/PKW is the ACO for all agencies except AMC, ACC, USAFE. and AIA. These agencies will establish an internal ACO or negotiate an A

CO agreement with ASC/PKW.

**Air Force Certifying Officer (AFCO)**—AFCOs are appointed by the using activity OPR to be the government's on-site representatives to ensure the contractor meets the requirements of the Task Work Specification (TWS) and monitor CETS personnel time and attendance.

**Air Force Engineering and Technical Services (AFETS)**—AFETS is on-site field engineering support and specialized technical training provided by highly experienced and technically qualified Air Force civilian or military personnel. May also refer to the people who perform these duties.

**Certificate of Service (COS)**—The contractor's statement of services provided. Not an Air Force form.

**Contractor Engineering and Technical Services (CETS)**—CETS is on-site ETS provided by technically qualified defense contractor representatives to elevate the skills and abilities of AFETS Air Force military and civilian personnel to the self-sufficiency level. May also refer to the people who perform these duties.



**Engineering and Technical Services (ETS)**—ETS provides Air Force units with full engineering support and instruction, technical advice, and training in the installation, operation, and maintenance of aircraft and aerospace equipment, weapon systems, and ground-based communications, radar, and computer equipment. Air Force or contractor ETS specialists provide these services using hands-on training or other forms of instruction.

**MAJCOM OPR**—The office assigned the responsibility for central management of the command's ETS program. This responsibility will be the MAJCOM director of logistics or equivalent. Commands with similar equipment or weapon systems may appoint one MAJCOM to function as OPR for all involved MAJCOMs.

**Major Activities**—Those MAJCOMs or FOAs that own, operate, and maintain aircraft, aerospace equipment, weapon systems, ground-based communications, radar, or computer systems, equipment, and components.

**Procuring Contracting Officer (PCO)**—The contracting officer, Wright-Patterson Aeronautical System Center Division PKW, who negotiates and executes the basic CETS contract.

**Self-Sufficient**—A unit is self-sufficient when validated and verified technical data are delivered; support equipment is installed, checked out and operational; resident and field technical training schools are available; and sufficient numbers of AF personnel are trained to support the assigned system or equipment. The clear spirit and intent of the self-sufficiency concept is that the unit have the technical orders, equipment, and skill to do the majority of required tasks. It does not mean that a unit is 100 percent self-sufficient.

**Training Provided by ETS**—System-specific technical training provided by ETS personnel within a unit to increase the technical qualifications of assigned personnel, using any media deemed practical to meet unit requirements.

**Using Activity**—The unit receiving ETS support. The using activity is subordinate to the major activity.

**Using Activity OPR**—The office within the using activity assigned responsibility for ETS program management. Typically, the logistics group commander is the using activity OPR.

## Attachment 2

## REPORTS AND DOCUMENTS

**RCS: HAF-LGM (A) 7150 ETS Report.** The 7150 goes on AF Forms 1627, Engineering and Technical Services Report, and 1627a, Engineering and Technical Services Report (Continuation Sheet). Automate reports when possible. Prepare as follows:

- Page/Pages - number consecutively, except for AF Form 1627a which will reflect the AF Form 1627 page number plus an alpha character.
- Office Symbol - Office symbol of the MAJCOM OPR.
- Command - Major activity designation.
- Budget Project - The budget project code used to finance the CETS requirements, or Program Element Code for AF O&M appropriations.
- Year - FY of the ETS program.
- As of Date - The date of the report. This date will change each time the report is updated.
- Reports Control Symbol - (RCS)- HAF-LGM(A)7150.
- Blank spaces under the scheduled/used column - These spaces will reflect the unit designation/location of the using activity.
- Line - Enter a line item number for each requirement constructed from the page number, line number, and column letter. For example, the line item number for page 1, line 2, location b would be 1-2b.
- System/Equipment Column
- The first line will reflect type system. Group all system requirements, using additional AF Forms 1627 and 1627a as required.
- Identify the system on the second and subsequent lines. For example, J79 engine, airframe, radar, AN/APQ 109, etc., with only one entry per line.
- AFSC Column - For AFETS only.
- Contractor Column - Name of contractor, if sole source contract. Enter competitive requirements as "TBD". If AFETS, enter the series and grade.
- MM Rate/Column - MM cost for ETS. CETS costs include estimated initial assignment and termination relocation costs, TDY, and overtime (typically 10% above the man-day rate), etc. AFETS costs include PCS moves, training, overhead, benefits, TDY, and overtime, etc. Calculate AFETS man-month at Step 5 salary cost for the appropriate grade plus the government's standard cost for retirement and benefits.
- Cost MM/Personnel Column - The entry at the top of this block shows the total cost of all services on an individual line. The bottom half of this block shows the total MMs and total number of personnel on an individual line. Ensure Enter CETS and AFETS separately.
- Scheduled/Used Column - Show MMs programmed or used by quarter (e.g., 3/3/3/3/). Mark the small square in the lower right-hand corner as follows:
- CETS
- Air Force waiver required - "Y"

- CETS rover status for multiple short-term duty tours at bases other than base of assignment - "R"
- AFETS
- Position authorized - "A"
- Position requested but not approved on the unit manning document (UMD) - "P".
- Program Total - Enter total CETS and AFETS line items for each weapon system on the bottom line of the last AF Form 1627.
- Summary Sheet - The last page is a summary sheet and consists of an AF Form 1627 with the totals by weapon system reflecting the MMs, personnel and dollar cost. Enter the grand total including MM cost and TDY, and travel, etc., for each category of ETS.

**CETS Purchase Request (PR) Packages.** PRs include all programmed CETS requirements for the next FY. Submit 10 copies of AF Form 255a, Technical Services Requirements, with Task Work Specifications for each CETS line item or group of line items. Include two copies of Justification for Other Than Full and Open Competition, and one copy of the DD Form 254, DoD Contract Security Classification Specification. Submit routine PRs with 195-day lead time.

**AF Form 255a, Purchase Request.** Extract information for the AF Form 255a from the ETS report and complete it as follows:

- Source - Name of contractor, if sole source. If a contractor has more than one plant, identify the specific plant/location. If requirements are for competitive bid, this block will reflect "TBD" and will be broken out by category of equipment. For example, put all ground radar on one form and all airborne radar on another. If the requirements are covered under an option in a contract awarded through competition (TBD) the prior year, list the incumbent contractor, contract number, and request to exercise the option.
- Command - Major activity designation (i.e., ACC, PACAF, AFMC, etc.).
- Purchase Requisition Number - Use the MAJCOM codes in Table 4.2 followed by the last two digits of the FY, the three-digit serial number assigned by the MAJCOM, and the two-digit number used for amendments if applicable. For example: FA 2011 9X 00001-00
- As of the Date - Date form is submitted.
- Page of Pages - This will identify the number of pages for each contracting source.
- Line Item - Use the line item numbers from the HAF-LGM (SA) 7150 Report.
- Organization and Location - Unit designation and specific location (e.g., 57 FW, Nellis AFB NV).
- Type of Equipment/System - Specific nomenclature of the equipment and weapon system (e.g., AN/ALQ- Radar/F-11).
- Requirement - Reflect FY entries by quarter in the appropriate blocks.
- Procurement Authorization Block - Only the designated command authority can sign the original copy.
- Estimated Total Cost - Enter the total estimated dollar value for MMs, TDY, overtime, relocation, and other projected reimbursable expenditures on original only.
- Total MMs and Personnel - Enter the total of each line. Recap the totals on the last page.
- Remarks - Enter the applicable codes from Appendix 1. Indicate CETS used in rover status. Indicate the AFCO's name.

**Figure A2.1. MAJCOM Codes**

ACC	FA 4818
AFRES	<b>FA 6643</b>
AGMC	FA 2003
AETC	FA 3002
AFMC/LGM	FA 2818
AFMC/LGIA	FA 2050
AFSOC	FA 2011
AIA	FA 7025
AMC	FA 3302
NGB	FA 6004
OC-ALC	FA 2039
OO-ALC	FA 2020
PACAF	FA 5234
SA-ALC	FA 2059
SM-ALC	FA 2047
AFSPACECOM	FA 2509
USAFE	FA 5612
WR-ALC	FA 2094

**Amended CETS Purchase Requests.** The MAJCOM OPR prepares amendments to AF Form 255a reflecting the original purchase request number.

- Number each amendment with the original PR number followed by the amendment number starting with "01" for each basic AF Form 255a submitted.
- Reproduce the most recent AF Form 255a
- Insert the PR/amendment number
- Insert the current date in the date block.
- Make any deletions/additions.
- Insert an asterisk in the left margin opposite the applicable line item number(s) the amendment affects.

-Update the total MM and total personnel blocks, if applicable.

-On the first copy only, complete the "procurement authority" and "estimated total costs" blocks. The estimated total cost block will only reflect the estimated increase or decrease.

**AF Form 255a Remarks.** Use the following codes in the remarks column of the AF Form 255a for each line item:

- "NT" a task being procured for the first time (new) and not expected to continue into the next contracting period (terminating).

- "NC" a task being procured for the first time (new) and expected to continue into the next contracting period (continuing).
- "CT" a task being procured which has been performed during the preceding contracting period (continuing) and not expected to continue beyond the period shown (terminating).
- "CC" a task being procured which has been performed during the preceding contracting period (continuing) and expected to continue beyond the period shown (continuing).

**Task Work Specification (TWS).** The TWS identifies the function the CETS will perform and becomes a part of the CETS contract. Prepare the TWS on regular paper listing the following basic requirements:

- Major activity and contractor.
- System and equipment.
- Task line item and task location (e.g., LI 2-A, 354 FW/MA, Myrtle Beach SC).
- General purpose.
- Work specification.
- Recommended qualifications of contractor employees.
- List specific equipment.
- CONUS:
- Extent of TDY and travel.
- Overtime requirements.
- Security clearances required.
- Work schedule.
- Requirements for private vehicle.
- General report for duty instructions.
- Requirement that the contractor ensure that each CETS has a copy of the TWS and meets with the using activity OPR and AFMO on arrival to discuss specific task and performance requirements.
- Overseas requirements in addition to CONUS requirements:
- Estimated government mess, government quarters, commercial mess, and commercial quarters cost.
- Availability of government on-base transportation.

**AF Form 1635, Task Order.** The ACO uses this form to:

- Initiate task call-ups.
- Obtain assignment and security clearance data from contractors.
- Relay reporting instructions provided by the MAJCOMs.

**Remarks Section of AF Form 1635** includes specific "Report To" instructions. This advises the contractor employee and ACO where the employee is to report upon arrival at an Air Force base, municipal airport, or in a foreign country. Report To instructions will include the job title/name, office symbol, telephone number and extension, and location such as building number, area, Air Force base, or airport. Give a complete address. For example: "Upon arrival in the Netherlands, individual will report to American Embassy, Chief, ODC Lange Voorkout 102, the Hague, Netherlands, telephone 070624911, exten-

sion 325, for briefing." In an emergency, the ACO may use message or telephone to get CETS assignment date, then process AF Form 1635 after the fact.

**AF Form 1633, Task Line Item Termination Notice.** The ACO uses this form to advise the contractor when services are no longer required. Since the assignment order establishes the termination date, use this form only for early termination. The ACO amends the assignment order when CETS personnel are released prior to the "through" date on the special order.

**AF Form 1626, Notice of Costs Suspended and/or Disapproved.** The ACO uses this form to disallow entries on the invoice submitted by the contractor.

**CETS *Certificate of Service (COS)*.** The CETS representative prepares the COS and presents it to the AFCO each month for certification. The AFCO notes any exceptions or unsatisfactory services.

**AF Form 1293, Request and Authorization for Assignment and Relocation of Contractor Personnel.** The ACO uses AF Form 1293 to assign CETS to specific tasks and locations and to relocate them.

**AF Form 1292, Request and Authorization for Temporary Duty for Contractor Personnel.** The MAJCOM OPR prepares AF Forms 1292 following AFI 37-128, *Administrative Orders*. The MAJCOM may delegate authority for TDY orders to the unit.

**AF Form 973, Request and Authorization for Change of Administrative Orders.** The ACO uses AF Form 973 to amend orders.

**AF Form 1771, Contract Engineering Technical Service Funding Document.** The ACO may use this form as an alternate method for funding "C" contracts.

**AF Form 9, Request for Purchase.** Certifies funds commitment.

**SF 30, Amendment of Solicitation/Modification of Contract.** The PCO uses this form to issue "P" mods to change the terms of "C" contracts. The ACO uses this form to issue "A" mods to fund requirements for "C" contracts.

**DD Form 1155, Order for Supplies or Services.** The ACO issues this form to fund requirements under "D" contracts.